Request for Reassignment Proposal

Instructions: Complete the following form, ask your Dean to review and sign, and then submit it to the Office of Instruction.

1. **Term in which assignment would begin** *(semester, year):* Fall 2018

2. **Application Date** *(mm/dd/yyyy):* 10/13/2017

3. **Author(s):** Doniella Maher

Overview

4. **Type of Request:**
   ☐ New request for reassignment
   ☒ Renewal of existing reassignment
   ☒ Augmentation to existing reassignment

5. **Position or Project Name:**
   Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.)
   English Department Coordinator

6. **Amount of Reassignment**

   Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: 0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester. Each additional unit (0.067 FTE) represents an additional 2.5 hrs/week

   Fall *(FTE)* 0.20   Spring *(FTE)*   0.20 Total Annual *(FTE)* 0.40

7. **Duration of Reassignment**
   How many semesters of reassigned time are being requested? When is the end date? *(Please note that if the request exceeds two years, a renewal RRP will be required.)*
   Two semester (although two years would be great).

8. **Commitment**
   Upon completion of the reassignment term:
   ☐ The work is complete and no further investment of reassigned time will be required.
   ☒ The work will require an ongoing commitment of reassigned time or other staffing.

Justification

9. **Please list the core responsibilities to be performed and calculate the approximate number of hours per week required to perform each. *(1 unit = 2.5 hours per week)***
   Please see attached Coordination Duties

10. **The following responsibilities are included as part of faculty workload and can be found here. Please explain how the duties for which you are requesting reassigned time are different from those enumerated in Appendix D1.**

Revised 9.15.17 - CK

While contributing to the activities on the Coordination Duties list is part of faculty workload, the time required to facilitate those activities is not. For example, it only takes an hour or two to submit your SLO assessment, but to facilitate SLO reporting across a 25+ person department takes 8-10 hours throughout the semester. Similarly, attending a department meeting takes about 2 hours, while meeting with retention specialists, counselors, program heads, and faculty to prepare for a department meeting on the new placement measures takes about 8 hours.

11. **Identify how the activities align with the college's strategic plans and initiatives.** *(Please limit response to 250 words).*
    These activities align with EMP goals 1.1 to assess SLOs, PLOs, ILOs; DE plan to increase student awareness, retention and success; assess and implement flexible scheduling;create and implement professional development plan; promote higher education pathways; improve assessment and placement process; and identify clear pathways for basic skills, gen ed and majors

Assessment

12. <u>Outcomes</u>
    List the outcomes that can be expected upon completion of the term of reassignment. *(Please limit response to 250 words)*
    Streamline communication from faculty, coordinate department needs with the division dean, coordinate department meetings, instigate assessment of our varied programs (CWA, Middle College, etc.), and facilitate the learning outcome needs of the college.

13. <u>Accountability</u>
    Describe how the activities performed under this assignment will be recorded and reported.
    The activities performed under the assignment will be recorded and reported by the coordinator to the division dean.
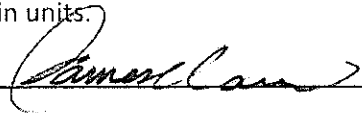

Administrative Use Only

Dean's Review:

☐ Fully support request
☒ Support with reservation
☐ Do not support (explanation required)
Explanation: I support with reservation only because being new to the proposal process, I feel I don't have a complete enough understanding at this time of the outcomes of the current coordination assignment to fully support an increase in units.

Dean Signature: _____

VPI Action:

☐ Approve request as submitted　　　　　☐ Deny request with recommendation to revise

☐ Approve request but with less time than requested　　☐ Deny request (explanation required)

Explanation:　Click here to enter text.

Revised 9.15.17 - CK

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VPI Signature: _____

Recommendation for alternate funding:

☐ Professional Development   ☐ President's Innovation Fund

☐ Grant/Categorical (specify)   ☐ Trustees Fund for Program Improvement

☐ Overload hourly special project   ☐ Short-term hourly staff

☐ Stipend

Comments: Click here to enter text.

Approved Duration of Assignment: Click here to enter text.

Outcomes and reporting requirements: Click here to enter text.

Revised 9.15.17 - CK

Doniella Maher- English
10/13/17

Weekly Breakdown of Coordination Duties
Since we currently have 1.5 units per semester, this is a list of the duties that I am already doing with a few starred wish list items.
Week One (and before the semester)
- Update of Online 829/849 lab course (usually this would only take an hour or two, but this summer I transitioned it to CANVAS and it took about 15 hours) **(1 hour)**
- Prior to first day- Coordination of faculty teaching the online English 829/849 courses, coordination with the Technology Specialist to ensure that content is accessible, and additional CANVAS support as needed for the adaptation of content **(3 hours)**
- Check in with Dean about current course offerings and last minute additions and/or cancellations **(1 hour)**
- Request for topics for the first English department meeting on Flex Day, identify when to hold meeting, make any preparations necessary for guests to the meeting **(1 hour)**
- Read draft minutes from the Flex Day English department meeting, make any necessary changes, and send to department **(30 min)**
- During the first week- Coordinate with adjuncts and full time faculty to identify which courses still have room for adds, which are full, and if we need to open any additional courses. Compile and send this information to the department **(1 hour)**
- Run orientations for the Online Lab as needed **(1 hour)**
- Responding to student Challenge Petitions **(1-2 hours)**
Week Two:
- Request and collate office hours held in the Learning Center to have a list to send to the tutor coordinator **(1 hour)**
- Check in with faculty and Dean regarding current fill numbers and identify courses that still have room **(1 hour)**
- Coordinate tutor training with the tutor training coordinator, create a faculty team to run tutor training, meet with the team to determine what the needs are (dependent on how many new tutors there are and what things we covered last semester) **(1 hour)**
- Identification of SLO Assessment for this semester and communication with department about SLO Assessment process and any changes **(2 hours)**
Week Three:
- Prep and run faculty-led tutor training sessions **(3 hours)**
- Identify adjunct faculty needs for the next semester (if there are any) and prepare for adjunct hiring process (if you need to) **(1-3 hours)**
- Coordinate evaluations as necessary for a 25+ person department **(1 hour)**
- Coordinate with Learning Center for the development of our writing center **(1 hour)**

- Coordinate with retention specialists for the pre-transfer level to identify needs and to invite them to department **(1 hour)**

Week Four
- Request topics for the second English department meeting. Reach out to folks in the campus community who might want to come to meeting (ie retention specialist, CWA coordinator, counselors, etc.) Make any preparations necessary for guests to the meeting **(1 hour)**
- Request and compile adjunct and full timer requests for our 200$ of department money **(1 hour)**
- Facilitate assessment of our new Multiple Measures Thresholds and our Guided Self-Placement with the department and across the campus **(last semester I attended 5 hours of meetings for this)**
- Identify most pressing department responsibilities for the semester and prepare plan of how to accomplish, such as COR updates, changes to curriculum, program review **(2 hours)**

Week Five
- Coordinate class scheduling changes for the next semester as needed, such as late start courses, changing course enrollment patterns, faculty leaves, etc. **(2 hours)**
- Work with the dean on adjunct scheduling **(1 hour)**
- Continuing conversation on course alignment across the colleges in the district, in house when needed and with sister departments when needed **(2 hour)**
- Work with DRC to identify department level needs **(1 hour)**
- Check in with faculty about online labs, make sure that they are okay with gradebooks and assessment. **(1 hour)**

Week Six
- Developing 3 year assessment plan **(3 hours)**
- Making course changes to CORs as needed—variable time commitment **(2 hours)**
- Screen Adjunct Applications as needed **(2 hours)**

Week Seven
- Prepare any English department information for the division meetings **(1 hour per semester)**
- Check in with library about texts and resources, request materials as needed **(1 hour)**
- Help work table at Transfer Day event **(2 hours)****
- Help work table at Majors Day event **(2 hours)****
- Work on program needs for the department **(2 hours)**

Week Eight
- Send out finalized agenda for department meeting and check in with guests **(1 hour)**
- Check in with Middle College about scheduling needs **(1 hour)**
- Work with dean to ensure Middle College needs are met **(1 hour)**

- Read draft minutes from the English department meeting, make any necessary changes, and send to department **(30 min)**
- Meet with faculty across the district to discuss English 105 cut off scores **(2 hours)**
- Work with department faculty to discuss potential cut-off scores/GPAs for a possible 105 **(2 hours)****
- Check in with faculty teaching CWA on state of the program **(1 hour)**

Week Nine
- Prepare and conduct adjunct interviews as needed **(0-8 hours)**
- Check in with pre-transfer level faculty to see how things are going **(2 hours)**

Week Ten
- Work with the dean on schedule **(2 hours)**
- Plan and facilitate second Tutor Training of the semester **(3 hours)**
- Work with Diva to develop Writing Center **(1 hour)**
- Identify agenda topics for next English Department meeting **(1 hour)**

Week Eleven
- Reassigned time proposal **(6 hours)**
- Prepare department meeting final agenda and check in with guests **(1 hour)**
- Read, amend and distribute minutes from English department meeting **(30 min)**

Week Twelve
- Request topics for the third English department meeting. Reach out to folks in the campus community who might want to come to meeting (ie retention specialist, CWA coordinator, counselors, etc.) Make any preparations necessary for guests to the meeting **(1 hour)**
- Identify English Department needs and compile facilities requests **(4 hours)**
- Check in about ACCEL project with department faculty who are attending the meetings **(1 hour)****

Week Thirteen
- Organize and distribute department materials **(1 hour)**
- Help coordinate any semester special events **(1 hour)****
- Identify any English department items for the division meeting and coordinate with department and dean **(1 hour)**
- Develop English Majors event with interested transfer colleges **(4 hours)****

Week Fourteen
- Work with faculty and dean to assess course load for the following semester, recommend addition or cutting of courses as appropriate **(3 hours)**
- Work with counseling to promote under-enrolled courses (in particular lit classes) **(1 hour)**
- Continuing conversation on course alignment across the colleges in the district, in house when needed and with sister departments when needed **(2 hour)****

Week Fifteen
- Work with faculty and dean to address any enrollment issues **(1 hour)**

- Check in with tutoring center about end-of-semester tutoring **(1 hour)**
- Help faculty teaching Lit courses promote their courses **(1 hour)**
- Check in with faculty involved in English guided pathways **(2 hours)****
- Work with department faculty to identify conferences and trainings that would be beneficial for our department **(2 hours)****

Week Sixteen
- Check in with faculty about online labs **(2 hours)**
- Check in with counseling about available courses for the next semester **(1 hour)**
- Work with CIETL to recommend faculty development possibilities **(2 hours)**

Week Seventeen
- Identify any last minute course needs/changes for the next semester **(2 hours)**
- Facilitate SLO assessment through TracDat by setting up assessment process **(2 hours)**
- Facilitate discussion of student success in pre-transfer and transfer-level courses **(2 hours)**

Week Eighteen
- Facilitate SLO assessment through TracDat by contacting each faculty member, and maintaining the results **(8 hours)**